

CLOSING THE POLLS CHECKLIST



At 6:30 p.m. announce that the polls will be closing in 30 minutes.

At 7:00 p.m. announce that the polls are closed. If a line of voters exists at 7:00 p.m. positively identify the last voter in line.

1. Close Down Optical Scan and Touch Screen Units

- ☐ See closing instructions for AccuVote Unit (Sleeve 17)
- ☐ See closing instructions for Touch Screen Unit (Sleeve 17)

2. Complete the Official Ballot Record

- ☐ Fill out Official Ballot Record. (Sleeve 20 in Binder)
- ☐ If there are any discrepancies in numbers write explanations on the back.
- ☐ Make certain all judges sign.
- ☐ Place in Sleeve 20 of your Binder.

3. Pack Up Voted Ballots

- ☐ Unlock the rear door of the ballot box and remove all voted ballots, keeping the write-in ballots separate.
- ☐ Process the valid write-in ballots by transferring the totals to the Write-In Tally Sheet (Sleeve 19 in the Binder). Remember to only record the valid write-ins from the sheet in Sleeve 10. There are detailed instructions regarding filling out this form on the front of Sleeve 19. Return completed form to Sleeve 19.
- ☐ Place all voted ballots into the red and blue bag.
- ☐ Place sealed security canister in red and blue bag
- ☐ Place envelope with voted Provisional ballots into red and blue bag.

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- ☐ Place the seal located in the red and blue bag through the holes in the zipper tabs to secure the ballots.
- ☐ Place label card (Sleeve 17) into slot on outside of red and blue bag.

4. Packing Your Supplies for Return to the Courthouse

The following forms should be signed by all and placed in their appropriate sleeves in your binder:

- ☐ Pollwatcher Register and Pollwatcher Credentials (Sleeve 3)
 - ☐ Signed copy of Certificate of Inspection (Sleeve 4)
 - ☐ Election Judge “sign up” sheets (Sleeve 11)
 - ☐ Reports of Correction to Election Authority by Judges of Election (Sleeve 12)
 - ☐ Judges Suggestion Sheet (Sleeve 16)
 - ☐ Completed Write-In Tally Sheet – make sure it has the precinct name and ALL judges have signed. If there were no valid write-ins write “NONE” across the sheets and all judges sign. (Sleeve 19)
 - ☐ Completed Official Ballot Record (Sleeve 20)
 - ☐ Election Expense Bill – It is vitally important that this is filled out completely by ALL judges and that it is legible, **please print**, so you can get paid. (Sleeve 21) Note: You must give us your Social Security Number.
 - ☐ Signed Zero Tape from AccuVote unit and **three** signed Election Results Report tapes per machine (Pouch in front of binder)
 - ☐ Any other miscellaneous paperwork that has been filled out (front pockets of Binder)
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- ☐ **All signs should be placed back into the Before the Polls Open envelope. We try to reuse what we can so please try not to tear them when removing the tape.**
 - ☐ **All miscellaneous supplies should be placed back into the plastic bag and placed back into rolling duffle.**
 - ☐ **Both used and unused applications will be placed into the rolling duffle.**

- ☐ **All other envelopes and supplies will be placed into the rolling duffle. Every used form must be signed by ALL judges and include precinct name.**
- ☐ **All unvoted ballots will be returned to the yellow and green bag.**
- ☐ **Place printer housing back into cardboard box and place box into rolling duffle.**
- ☐ **One Republican and one Democratic Judge will ride together to take supplies back to the Government Center. You will find an Election Official sign to be placed in the passenger side of your windshield. There is also a map to the Government Center. (both Sleeve 22)**
- ☐ **Remember you will be returning the following:**
 - **AccuVote bag containing AccuVote Unit, power cord, and both sets of KEYS**
 - **Touch screen unit with keypad, headset, and power cord.**
 - **Sealed red and blue bag containing voted ballots**
 - **Green and yellow bag containing unvoted ballots**
 - **Rolling duffle containing everything else**

Please Note: if there are power strips or extension cords, please leave them in your polling place. They do not belong to the Clerk's office.

Thank you!

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.